

## **SECTION 2 – SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified bidders capable of providing Building Code Plan Review and Inspection Services in the event of emergencies or during spikes in workload, on an as needed basis, to prevent a back log in permit application processing for the Miami Dade County Regulator and Economic Resources (RER)-Construction, Permitting and Building Code Division. Services must be provided in accordance with the requirements of Florida Statutes 468, Part XII and Florida Building Code, Chapter 8 of the Miami Dade County Code of Ordinances and may include the following trades: building, roofing, electrical, mechanical, gas, plumbing, and / or structural. Entry into the pre-qualification pool is not a contract between the County and any Submitter, but rather is an acknowledgement that the included bidders meet the qualifications as outlined through this RTQ. Pre-qualified bidders will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling firms to qualify at any time after the initial RTQ opening date.

**Submittal** – shall refer to the form submitted in response to this Request to Qualify.

**Submitter** – shall refer to a firm responding to this Request to Qualify.

**RFQ** – Request for Quotation

### **2.2 TERM**

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the five (5) year period.

### **2.3 QUALIFICATION CRITERIA**

In addition to other requirements included in this RTQ, submitters must meet or exceed the following criteria:

- a. The submitter must be regularly engaged in the business of providing Building Code Plan Review and Inspection Services to include any or all of the following trades: building, roofing, electrical, mechanical, gas, plumbing, and structural. Three (3) references shall be listed in the submittal form. The references listed must be customers that are currently receiving or have received within the last twelve (12) months from the submitter the services described in this solicitation.
- b. Submitter must have a minimum of five (5) years of experience performing comparable Building Code Plan Review and Inspection Services in accordance with requirements of Chapter's 553 and 468, Part XII, Florida Statutes for other local governmental agencies in the State of Florida. Proof of services rendered to any government agency in the State of Florida for similar services shall be provided with the submittal. Proof may be in the form of purchase orders, contract award documents, or a statement from the government entity to include the following:

1. Name of the Government Entity.
2. Description of the Services Provided.
3. Term of the Contract.

4. Reference Contact Person Name.
5. Phone Number.
6. Email Address from the Governmental Entity.

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirements of this RTQ. The County may, at its sole discretion and in its best interest, allow submitters to complete, supplement or supply the required documents.

It shall be the sole prerogative of the County as to the number of bidders who will be included under this RTQ. During the term of the RTQ, the County reserves the right to add or delete bidders as it deems necessary and in its best interest. . If the County elects to add bidders, they must meet the same minimum qualifications established for the original RTQ.

## **2.4 PRICES SHALL BE ESTABLISHED IN ACCORDANCE WITH EACH PROJECT**

If a bidder is awarded a subsequent quote under this RTQ, the prices offered by the bidder shall be fixed and firm, as further defined in the RFQ for that project.

## **2.5 INDEMNIFICATION AND INSURANCE**

Proof of insurance is not required in order to be pre-qualified under this RTQ. However, pool members must submit a certificate of insurance meeting the requirements listed in section 1.21 and 1.22 of the General Terms and Conditions for Indemnification and Insurance Requirements in the event of award recommendation, and prior to commencing any work in County property.

## **2.6 ADDITIONAL SERVICES**

At the County's sole discretion the selected Pre-Qualified bidders) may be requested to provide additional plan review and inspection services as defined and required by RER Construction, Permitting and Code Division. The County reserves the right to award additional services for, and updates to, a previously awarded Work Order to the same bidder selected for the original Work Order or to solicit all applicable pre-qualified bidders.

## **2.7 SUB-CONTRACTING**

The pool members shall be the primary service providers. Pool member(s) will be permitted to subcontract portions of the work to competent sub-contractors. The sub-contractors are the responsibility of the pool member(s) and not the County. Successful bidder(s) shall be fully responsible to the County for acts and omissions of the sub-contractors and persons employed by them, as they are for acts and omissions of persons directly employed by them.

Any work or service to be performed by a subcontractor must have the prior approval of the County. The County reserves the right to approve, disapprove or dismiss any sub-contractors. Rejection of any subcontractor shall not entitle the successful bidder adjustment of bid prices. Failure by the successful bidder to have a subcontractor approved by Miami Dade County will not relieve the bidder of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this RTQ and subsequent RFQs.

Nothing contained in this solicitation and subsequent RFQs shall be construed to create any contractual relationship between any sub-contractor and the County.

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

The Scope of Work for each project shall be detailed and described within the subsequent RFQs specific to that project, including any licensure or certification requirements.

### **3.2 SERVICES TO BE PROVIDED**

The staff provided by the awarded bidder must meet or exceed the minimum qualification outlined in Chapter 8 of the Miami Dade County Code of Ordinances.

The staff provided by the awarded bidder will be located and perform all work at a County facility, and under the supervision of County personnel.

The Building Plan Review and Inspection Services required under this pool may include but are not limited to the following:

#### **A. Building Inspector (Structural):**

- Conducts technical field inspections in all building permit categories of construction in progress to insure that work proceeds in accordance with approved plans and for compliance with the Florida Building Code and all other applicable standards and regulations.
- Inspects construction upon completion and grants final building permit approval as an indication that building is safe for occupancy.
- Maintains accurate records of inspections.
- Answers telephone calls from permit holders, property owners and the general public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.
- Performs related work as required.

#### **B. Roofing Inspector (Building Inspector – Commercial Roofing):**

- Conducts technical field inspections in all roofing permit categories of construction in progress to insure that work proceeds in accordance with approved plans and for compliance with the Florida Building Code and all other applicable standards and regulations.
- Inspects construction upon completion and grants final roofing permit approval as an indication that the roofing system is safe for building occupancy.
- Maintains accurate records of inspections.
- Answers telephone calls from permit holders, property owners and the general public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.
- Performs related work as required.

#### **C. Electrical Inspector:**

- Conducts technical field inspections in all electrical permit categories of construction in progress to insure that work proceeds in accordance with approved plans and for compliance with the Florida Building Code and all other applicable standards and regulations.
- Inspects construction upon completion and grants final electrical permit approval as an indication that the electrical system is safe for building occupancy.
- Maintains accurate records of inspections.

- Answers telephone calls from permit holders, property owners and the general public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.
- Performs related work as required.

**D. Plumbing Inspector:**

- Conducts technical field inspections in all plumbing permit categories of construction in progress to insure that work proceeds in accordance with approved plans and for compliance with the Florida Building Code and all other applicable standards and regulations.
- Inspects construction upon completion and grants final plumbing permit approval as an indication that the plumbing system is safe for building occupancy.
- Maintains accurate records of inspections.
- Answers telephone calls from permit holders, property owners and the general public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.
- Performs related work as required.

**E. Mechanical Inspector:**

- Conducts technical field inspections in all mechanical permit categories of construction in progress to insure that work proceeds in accordance with approved plans and for compliance with the Florida Building Code and all other applicable standards and regulations.
- Performs acceptance tests for mechanical systems including exhaust and supply fan operation, discharge test for automatic fire suppression systems, and other test procedures.
- Inspects construction upon completion and grants final mechanical permit approval as an indication that the electrical system is safe for building occupancy.
- Maintains accurate records of inspections.
- Conducts routine and periodic patrols and inspections of assigned area to detect code violations.
- Answers telephone calls from permit holders, property owners and the general public; offers information and clarifications; assists in resolving conflicts between contractors and property owners.
- Performs related work as required.

**F. Building Plans Examiner:**

- Examines proposed residential and commercial construction plans submitted for permit approval for conformance with the Florida Building Code and all other applicable standards and regulations.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Evaluates proposed alternate methods of construction and materials against code requirements.
- Places requirements for subsidiary permit categories.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors. Coordinates plans examining with other county departments for compliance with standards and regulations.
- Conducts inspection of construction in progress as needed.
- Performs related work as required.

**G. Roofing Plans Inspector (Building Inspector – Commercial Roofing):**

- Examines proposed roofing systems installations in existing or new residential and commercial construction for conformance with the Florida Building Code and all other applicable standards and regulations.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain application changes necessary for approval.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors.
- Conducts inspection of construction in progress as needed.
- Performs related work as required.

#### **H. Structural Plans Examiner:**

- Examines proposed residential and commercial construction plans submitted for permit approval for conformance with the Florida Building Code and all other applicable standards and regulations.
- Determines the structural adequacy of the proposed construction by verifying mathematical engineering computations and methodology to determine load, stresses, strength, stability and other factors.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Evaluates proposed alternate methods of construction and materials against code requirements.
- Places requirements for necessary shop drawings and field tests, soil reports and special supervision of construction as required.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors.
- Coordinates plans examining with other county departments for compliance with standards and regulations.
- Conducts inspection of construction in progress as needed.
- Performs related work as required.

#### **I. Electrical Plans Examiner:**

- Examines proposed residential and commercial construction plans submitted for permit approval for conformance with the Florida Building Code and all other applicable standards and regulations.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Evaluates proposed alternate methods of construction and materials against code requirements.
- Places requirements for subsidiary permit categories.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors.
- Coordinates plans examining with other county departments for compliance with standards and regulations.
- Conducts electrical inspection of construction in progress as needed.
- Performs related work as required.

#### **J. Plumbing Plans Examiner:**

- Examines proposed residential and commercial construction plans submitted for permit approval for conformance with the Florida Building Code and all other applicable standards and regulations.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Evaluates proposed alternate methods of construction and materials against code requirements.
- Places requirements for subsidiary permit categories.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors.
- Coordinates plans examining with other county departments for compliance with standards and regulations.
- Conducts plumbing inspection of construction in progress as needed.
- Performs related work as required.

**K. Mechanical Plans Examiner:**

- Examines proposed residential and commercial construction plans submitted for permit approval for conformance with the Florida Building Code and all other applicable standards and regulations.
- Approves or disapproves proposed plans in accordance with code and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Evaluates proposed alternate methods of construction and materials against code requirements.
- Places requirements for subsidiary permit categories.
- Evaluates qualifications of contractors or owner builders to perform the work proposed on applications and plans in accordance with the Miami-Dade County Code.
- Answers technical questions concerning the Florida Building Code for field inspectors.
- Coordinates plans examining with other county departments for compliance with standards and regulations.
- Conducts mechanical inspections of construction in progress as needed.
- Performs related work as required.

### **3.3 DELIVERABLES**

Deliverables will be defined in the subsequent RFQs.